

MARCH STARTUP CHECKLIST

Your A2B and Sales Ratio Study have to be **completed and approved** by your Consulting Appraiser before starting this checklist.

The Legislative_MarchStartUp web package must be installed prior to running this checklist.

Please reference each program's full documentation in your UAD documentation manual or on our web site before running the program.

PMB011 1. Run Audit Trail with the current date before continuing with this checklist.

PVB060 2. **ProVal Counties:** Run a complete (AS/400 & PC) download to PV. This will separate all regular activity from the March Startup activity.

NOTE: Once you have started this checklist, keep everyone out of the UAD files until the checklist has been completed.

O as in Orange



LIMITS SHOULD BE ALL (BLANK TO 30 999...). MAKE SURE YOU RERUN ALL EDITS AFTER CLEANING THEM UP TO MAKE SURE THEY ARE INDEED CLEAN.

3. ROLLING INACTIVE RECORDS

PMQ002 A. Expiration Date List and Effective Date List "I" Status
Run this report to make sure the run date to be used when executing PMB081 covers all of the "inactive" parcels to be rolled. If not, then you will need to check whether you need to change the date in Parcel Master on those "inactive" parcels, or if you need to use a different run date for PMB081. If any "I" status parcels without an effective date show on this report, correct them before proceeding. Also, check for parcels whose effective date is equal to the expiration date since these parcels will go to a "T" status. **If you have an "I" parcel with an expiration date, make sure the "A" parcel does not also have an expiration date.**

TXB040 B. Run a listing of tax due records in parcel number order. **Use the limits BLANK to 30 999, and put the report on HOLD.** Answer **2005** for the current tax year and the "enter date interest valid" should be the same as the run date on your PMB081. Accept the default answers on the rest of the prompts except answer "N" to 'Print Legal Description'.

This report will be compared to the TXB040 run after PMB081 to ensure no tax records are lost.

- PMB181 C. Compare Effective and Expiration Dates
This program compares "I" status effective dates with corresponding "A" status expiration dates, listing them if they are different.

THESE PARCELS NEED TO BE INVESTIGATED AND FIXED BEFORE CONTINUING.

D. **Backup the UADFILE Library**

REQUIRES DEDICATED UAD FILES

Use the BACK menu. Do not reuse this tape until after this checklist has been completed. (16g tape counties: use standard backup process.)

- PMB098 E. This program cleans up subsystem files with no matching Parcel Master.
REQUIRES DEDICATED UAD FILES

- PMB318 F. File status report. This program will give a record count of the data files.

- TXB127 G. Create Tax Cross Reference Records for "I" Parcels.
This program requires a Treasurer Security password/signon.
(Have the Treasurer run it for you.)

- PMB081 H. NON-UPDATE – Run PMB081, in non-update, and check edits.

*****DO NOT UPDATE AT THIS TIME*****

Even though this is being run in non-update, it still *requires dedicated UAD files.*

It is very important to investigate the parcels that appear on the report. "I" records with an effective date prior to the run date keyed in will become an "A". "A" records with an expiration date prior to the run date will go to a "T".

If you are unsure about a particular parcel, use Parcel Master Inquiry to examine the parcel carefully.

"I" records that have an effective date greater than the run date and "A" records with an expiration date greater than the run date will not roll.

- I. **REFER TO THE DOCUMENTATION FOR PMB081 FOR PROGRAMS THAT NEED TO BE RUN AT THIS TIME (Step 1) AND USED TO BALANCE PARCEL MASTER LATER IN THIS CHECKLIST. (This documentation is out on our website.)**

- PMB081 J. Roll "I" to "A" and "A" to "T"
REQUIRES DEDICATED UAD FILES

****IF ALL PREVIOUS STEPS ARE COMPLETE, RUN PMB081 IN UPDATE** using the same run date used in step 3H.

- K. Refer to PMB081 documentation for the "after" balancing reports that need to be run (Step 3). **Complete the "balance sheet" on the last page of the documentation.**

FIXRCLR L. This program will update all last record numbers for the subsystems (excluding personal property).

PPB175 M. This program will update last record numbers for personal property.

PMB318 N. File status report. Compare this report with the one run on step 3F. If there is a significant change call TSB at 1-800-334-7756.

TXB040 O. Run with the same responses used in Step 3B. Be sure to put the report on HOLD. Compare the report with the TXB040 that was run before PMB081. Display the totals at the end of the report. **Tax, late charge, and cost should *not* have changed from the previous TXB040.** (Interest, and therefore total, may change if the reports were run on different days.) Once you have determined that they balance, you can delete both reports.

PMB086 4. A. Initialize Records for New Tax Cycle
REQUIRES DEDICATED UAD FILES
 This program will:
 1. Clear out hardship data.
 2. Clear out all or selected specials.
 3. Clear out bank codes if requested.
 4. Change batch numbers to '2005' if requested.
 5. Clear out disallowed homeowners, if requested, by specifying the disallowed "as of" date.
 6. Gives you the option to clear the casualty loss/hardship file by year.

NOTE: **DO NOT** delete: Special 991 – Forest Assessment or
 Special 961 – Forest Practices Act

PMB012 B. Homeowner, Bank Code, and Circuit Breaker Summary.
 The Homeowners should balance with step 3K. (The PMB012 run to balance PMB081.) The Hardship and/or Casualty Loss count and amount will be zero. Specials and bank codes will balance if you chose not to clear them out. Use the reports from the PMB086 (4A) to help balance.

TXB001 5. List and update the 2006 Code File

and
TXO010

A. Existing Code Areas
 Make sure the correct taxing district numbers and name appear with each code area.

- B. New Code Areas
If you are adding a new code area, enter the new code area number and the corresponding district numbers.
- C. Deleted Code Areas
Use F23 if you want to remove code areas that will not be used for 2006.

TXB001 6. List the 2006 Code and Levy File
Verify this listing with the code area information supplied by the State Tax Commission.

TXB002 7. Edit Code File with Parcel Master
This program will check code areas and list any discrepancies between the code area file and Parcel Master.

IF YOU ARE GOING TO CHANGE CODE AREAS IN MASS, SEE THE DOCUMENTATION FOR PMB083.

PMB253 8. Clear 2005 New Construction File
This program will clear all current records and roll the "next year" (2006) records to current. It will also create a new file member for the "next year" (2007) records.

PMB254 9. List/delete incomplete new construction records.
This program will clear out any new construction records with no current new construction value. Run for year 2006.

MSB016 10. Reorganize Parcel Information
This program will update the name/address information changed by rolling in your "I" parcels. You can run this stand alone, or it will run automatically during Audit Trail. (Until the program is run, you will still see "I" parcels in your name search.)

PMB011 11. Audit Trail. Run Audit Trail to give you reports, etc on what happened during this checklist. This will also generate labels and appraisals if requested. If you do not need the appraisals, delete them off of your spool file.

PVB060 12. **ProVal Counties:** Run the **complete** AS/400 to PV Download (both AS/400 and PC procedures) to isolate the changes from this checklist.